

NIH POLICY MANUAL

1450 - GUIDELINES FOR ACCEPTING DONATED TREES

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GUIDELINES FOR ACCEPTING DONATED TREES

A. PURPOSE

This chapter establishes the policy that will be used by the Office of Research Services (ORS) to coordinate and direct the placement of trees donated to the National Institutes of Health (NIH) as memorials to the efforts of deceased individuals who have contributed substantially to the health of the Nation and gifts for use in activities of the Department of Health and Human Services (DHHS) related to health.

B. BACKGROUND

The Grounds Maintenance and Landscaping Section (GMLS), Public Works Branch, Division of Engineering Services, ORS periodically receives requests to plant donated trees on the NIH Bethesda enclave. This policy outlines the requirements and conditions under which donated trees will be accepted.

C. REFERENCES

1. Sections 231 and 240 of the Public Health Service (PHS) Act, as amended (42 U.S.C. 238, 238i).
2. NIH Manual Chapter 1130, Delegations of Authority Program General #5, *Accept Gifts Under Section 231 of the PHS Act*
3. NIH Manual Chapter 1130, Delegations of Authority Program General #5B, *Memorials and Other Acknowledgments*
4. NIH Manual Chapter 1135, *Gifts Administration*

D. DEFINITIONS:

Donated Tree - A tree that is given to the NIH for planting on the Bethesda enclave and for which NIH did not bear the cost of purchase or delivery to the NIH's Bethesda enclave.

Bethesda Enclave - For the purposes of this policy, the Bethesda enclave, as described in 45 C.F.R. Part 3.1, is limited to the boundaries of the NIH Bethesda campus in Bethesda, Maryland and does not include buildings on surrounding properties or off-campus sites.

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E. RESPONSIBILITY

1. The Associate Director for Research Services (ADRS), ORS is responsible for approving requests to donate trees to the NIH for planting on the Bethesda enclave.
2. The GMLS is responsible for receiving requests for donations, coordinating the review and approval process, and planting the trees.

F. POLICY

1. It is the NIH's policy to accept the donation of trees as memorials to deceased individuals who have substantially contributed to the health of the nation and gifts for use in DHHS activities related to health, provided that requests are submitted and approved in compliance with the requirements of this chapter and other applicable authorities.
2. Donated trees will be accepted based upon the availability of space, and in priority order when the individual being memorialized meets the following criteria:
 - Highest priority will be given to those individuals who contributed substantially to the nation's health through work done at the NIH.
 - Second highest priority will be given to those individuals who contributed substantially to the nation's health through bio-medical research supported by the NIH.
 - Third highest priority will be given to individuals who have otherwise contributed substantially to the nation's health within the purview of the NIH mission.
3. Tree donations are limited to small ornamental or shade trees (up to a 4" caliper).
4. Memorial plaques will be allowed to acknowledge the efforts of deceased individuals who have substantially contributed to the health of the Nation and gifts for use in DHHS activities related to health. Brass plaques not exceeding 6" x 8" or stone slabs (marble, limestone or granite) not exceeding 9" x 12" x 3" may be placed next to the tree within the mulched tree well. Brass plaques shall be no higher than 12" off the ground at base of tree. Stone plaques shall be placed level and be within the mulched tree well. The

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exact wording on the brass or stone memorial must be approved in advance by the ADRS. No statues, sculptures, fountains or physical objects other than those described in this paragraph will be approved for personal memorials. NIH will not replace stolen plaques or repair vandalized plaques.

5. Donated trees with memorial plaques shall only be placed in designated areas on the Bethesda enclave. A map showing the locations of the designated areas may be requested from the Issuing Office. Donated trees without plaques may be placed in other locations on the Bethesda enclave as approved by a GMLS Landscape Architect.
6. A GMLS Landscape Architect will assist individuals interested in donating a tree to the NIH with getting all necessary information; determining the acceptability of the proposed donation; making field visits to determine exact location or alternative locations for installation; suggesting plant species best suited to flourish and to harmonize with the surrounding landscape; providing delivery instructions, and coordinating logistics through final installation.

G. RECORDS RETENTION AND DISPOSAL:

All records (E-mail and non-E-mail) pertaining to this chapter must be retained and disposed of under the authority of NIH Manual 1743, "Keeping and Destroying Records", Appendix 1, "NIH Records Control Schedule", Item 1900-F.

NIH E-mail messages. NIH E-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Officer for additional information.

All E-mail messages are considered Government property and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of the Inspector General may request access to or copies of the E-mail messages.

E-mail messages must also be provided to Congressional committees if requested and are subject to Freedom of Information Act requests. Since most E-mail systems have back-up files that are retained for significant periods of time, E-mail messages and attachments are likely to

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be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

H. MANAGEMENT CONTROLS:

The purpose of this manual issuance is to establish the NIH policy and to describe the system for approving tree donation requests.

1. Office Responsible for Reviewing Management Controls Relative to this Chapter is the DES, ORS. Through this manual issuance, the DES is responsible for the method used to ensure that the management controls are implemented and working.
2. Frequency of Review: Ongoing review.
3. Method of Review: The DES will maintain oversight and ensure effective implementation and compliance with this policy through careful consideration of each donation request and sources such as complaints received from individuals who made donation requests.
4. Review reports are sent to: Director, DES; ADRS; and Deputy Director for Management, NIH. Issues of concern will be brought immediately to the attention of the ADRS.